



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Board of Physical Therapy Examiners

Criminal History Records Check

A full Criminal History Records Check is a requirement for a Maryland Physical Therapy License. A full background check includes both State and FBI checks. The Department of Public Safety and Correctional Services, Criminal Justice Information System (CJIS) oversees Criminal History Record Checks. History record checks are conducted by being fingerprinted.

CJIS AUTHORIZATION #: 1400004045

FBI ORI #: MD 920519Z

REASON FINGERPRINTED: PT / PTA License

TYPE OF CHECK: Governmental Licensing\Certification

The cost is **\$52.75** (\$32.75 background check and \$20.00 fingerprinting service). However, the cost of fingerprinting services from private providers can vary. The fee must be **paid directly to the provider**. **CASH IS NOT ACCEPTED. For additional information contact CJIS at 410-764-4501 or visit www.dpscs.maryland.gov/publicservs/fingerprint.shtml**

All applicants for licensure in Maryland will be required to submit fingerprints. This can be accomplished in two ways depending on if you are a Maryland resident or not. In order to comply with the regulations and not delay the issuance of a license, follow the following directions.

Maryland Resident

1. Follow the directions in this letter and have your fingerprints taken prior to mailing in your application. You will need to have the CJIS Authorization number and FBI ORI # with you when you are fingerprinted.
2. When you have your fingerprints taken you will be given a receipt for payment. Include a copy of the receipt when filing your initial application.
3. Once the results of the background check are received the application process will be completed in accordance to Board regulations and policies.

Out of State Resident

1. If you live or work close to Maryland you have the option of using a Maryland location for your fingerprinting. If you use a Maryland location you may follow the directions for Maryland residents. If not,
2. Mail in your application with all applicable documents and fees.

3. Once the Board receives your application you will be sent a set of fingerprint cards containing the CJIS Authorization number and the FBI ORI #.
4. Have your fingerprints taken at a location near you.
5. Once you have your prints taken you MUST mail the fingerprint cards to the below address with a check for \$34.50 made out to the "CJIS Central Repository".

Mail To: CJIS Central Repository
P.O. Box 32708
Pikesville, Maryland 21282-2708

6. Mail a copy of the receipt for the fingerprinting to:

Maryland Board of Physical Therapy Examiners
ATTN: Background Check
4201 Patterson Ave
Baltimore, Maryland 21215

7. Once the results of the background check are received the application process will be completed in accordance to Board regulations and policies.

Electronic fingerprinting is required. Electronic fingerprinting locations are listed below.

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| CJIS – Main Office Reisterstown Road Plaza 6776 Reisterstown Road, Suite 102 Baltimore, Maryland 21215 410-764-4501 | MVA – Glen Burnie (Main Office) 6601 Ritchie Hwy, N.E. Glen Burnie, Maryland 21062 |
| MVA – Bel Air 501 West MacPhail Road Bel Air, Maryland 21014 | MVA – Salisbury 251 Tilghman Road Salisbury, Maryland 21801 |
| MVA – Frederick 1601 Bowman's Farm Road Frederick, Maryland 21701 | MVA – Waldorf St. Charles Business Park 11 Industrial Drive Waldorf, Maryland 20602 |
| Absolute Investigative Services, LLC 604 E. Joppa Road Towson, Maryland 21286 410-828-6460 | All American Protective Services, LLC 2275 Research Blvd., Suite 500 Rockville, Maryland 20850 301-296-4499 x1182 |
| All American Protective Services, LLC 4061 Powder Mill Road, Suite 700 Calverton, Maryland 20705 301-273-2011 | American Fingerprinting Services 7272 Wisconsin Ave., Suite 300 Bethesda, Maryland 20814 301-941-1916 |
| Apex Investigative Services 916 Crain Hwy. S., Suite 11 Glen Burnie, Maryland 21061 410-590-3700 | Broadway Services, Inc. 3709 Monument Street Baltimore, Maryland 21205 410-563-6949 |

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| Cogent Fingerprinting Services C/O Rapid Background Checks Solutions/Annie's Art Gallery 5814 Allentown Way Temple Hills, Maryland 20748 866-220-9240 | Cogent Fingerprinting Services C/O Rapid Background Checks Solutions/ Acclaim Insurance Agency 7700 Old Branch Ave., Suite A206 Clinton, Maryland 20735 866-220-9240 |
| Elite People Protection 5602 Baltimore National Pike Catonsville, Maryland 21228 410-788-0111 | FYI Fingerprints 3696 Park Ave Ellicott City, Maryland 21043 410-418-4657 |
| Grand Mission Consult 7515 Annapolis Road, Suite 203 Hyattsville, Maryland 20784 301-429-0525 | Inquires, Inc. 129 N. West Street Easton, Maryland 21601 866-987-3767 |
| L-1 Enrollment Services C/O ABCO Investigations 10545 Friendship Road Berlin, Maryland 21811 877-467-9215 | L-1 Enrollment Service C/O BITHGROUP Technologies 113 Monument Street Baltimore, Maryland 21201 877-467-9215 |
| L-1 Enrollment Services C/O Hughes Barney Investigations 9315 Largo Drive West, Suite 210 Largo, Maryland 20774 877-457-9215 | L-1 Enrollment Services C/O Securitas Security Services 7004 Security Blvd., Suite 200 Baltimore, Maryland 21244 877-467-9215 |
| L-1 Enrollment Services C/O Securitas Security Services 1101 Opal Court, Suite 211 Hagerstown, Maryland 21740 877-467-9215 | L-1 Enrollment Services C/O Securitas Security Services 8380 Colesville Road, Suite 100B Silver Spring, Maryland 20910 877-467-9215 |
| Maryland Livescan, Inc. 308 Crain Highway, NW., Suite 201 Glen Burnie, Maryland 21061 410-761-6700 | Mid-Atlantic Regional Investigations, LLC 1202 West Street Annapolis, Maryland 21401 888-320-7775 |
| Scotty's Investigations, Inc. 515 Regina Ave. Cumberland, Maryland 21502 301-777-0232 | |

Please read § 13-302.1 Criminal History Record Checks of the Maryland Board of Physical Examiners Act, Health Occupations article at <http://dhmh.maryland.gov/bphte/SitePages/bptact.aspx> for a full description of the requirements. You may contact the office at 410-764-4752 to answer your questions.